Phyllis S. Travis
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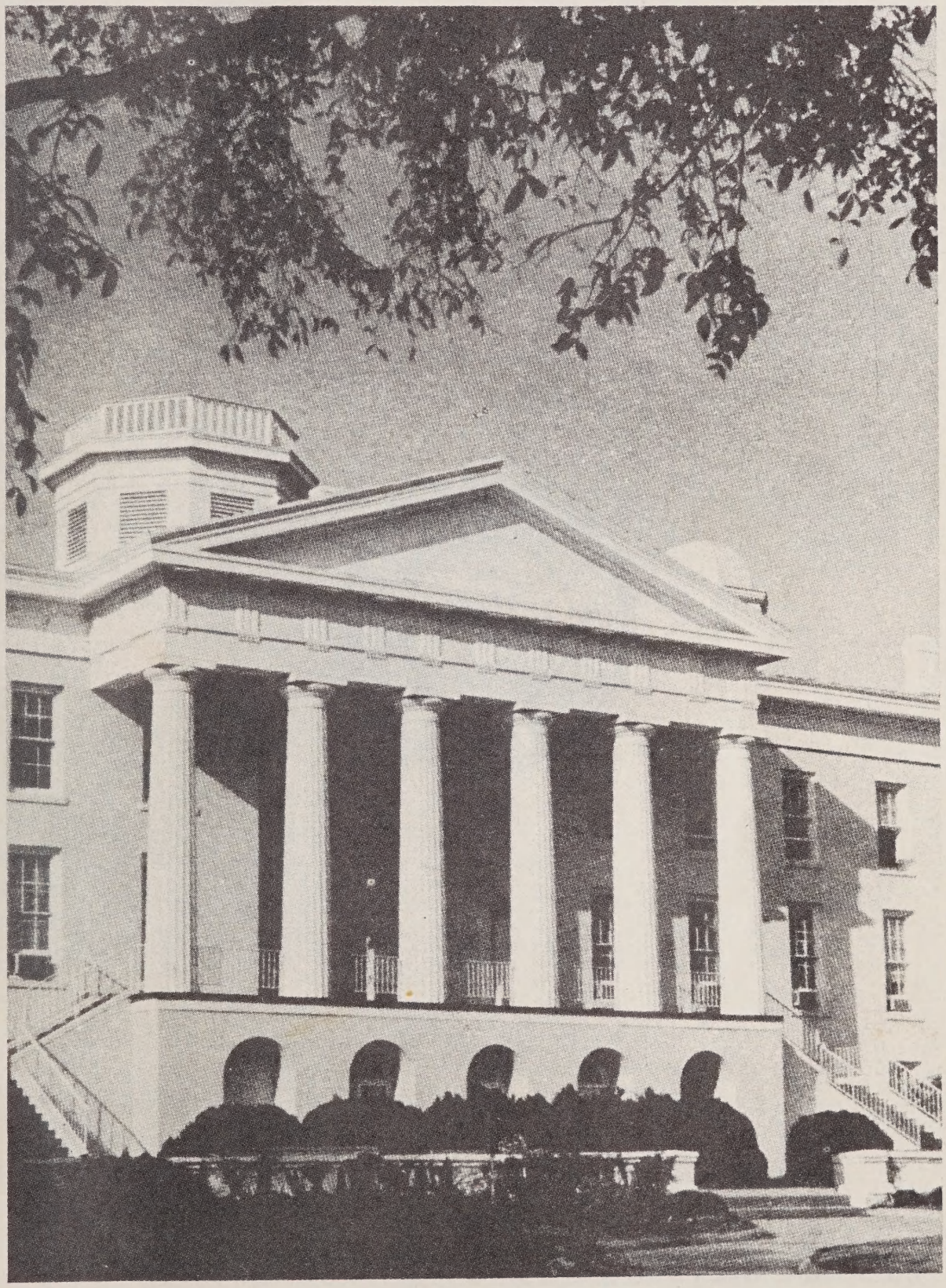
MITCHELL COMMUNITY COLLEGE



PART I
GENERAL CATALOG
1980 – 1981

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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

Mitchell Community College

ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

STATESVILLE, N. C.
28677

1852 — Chartered by Concord Presbytery
1856 — Began operations as Concord Female Seminary
1932 — Became coeducational
1959 — Became private independent junior college
1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA
FOR OVER ONE HUNDRED & TWENTY-THREE YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

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ACADEMIC CALENDAR FOR 1979 - 1980

WINTER QUARTER 1979 - 1980

November	27	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	28	Wednesday	8:00 a.m.	Classes begin
December	4	Tuesday	4:00 p.m.	Last day to register or add classes
	18	Tuesday	11:00 p.m.	Holidays begin
January	2	Wednesday	8:00 a.m.	Classes resume
	18	Friday		Midterm
	22	Tuesday	4:00 p.m.	Last day to drop
February	4	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	26	Tuesday	10:00 p.m.	Winter Quarter ends
	27	Wednesday	4:00 p.m.	Faculty Records day

SPRING QUARTER 1980

March	5	Wednesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	6	Thursday	8:00 a.m.	Classes begin
	12	Wednesday	4:00 p.m.	Last day to register or add classes
April	3	Thursday	5:00 p.m.	Holidays begin
	10	Thursday	8:00 a.m.	Classes resume
	18	Friday		Midterm
	22	Tuesday	4:00 p.m.	Last day to drop
May	5	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	27	Tuesday	10:00 p.m.	Spring Quarter ends
	28	Wednesday	4:00 p.m.	Faculty Records day
	29	Thursday	8:00 p.m.	Graduation

SUMMER QUARTER 1980

June	3	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	4	Wednesday	8:00 a.m.	Classes begin
	10	Tuesday	4:00 p.m.	Last day to register or add classes
July	2	Wednesday	11:00 p.m.	Holidays begin
	7	Monday	8:00 a.m.	Classes resume
	15	Tuesday		Midterm
	17	Thursday	4:00 p.m.	Last day to drop
August	4,5	Mon.-Tues.	1:00 p.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	6,7	Wed.-Thurs.	1:00 p.m.-4:00 p.m.	Pre-registration
	21	Thursday	10:00 p.m.	Summer Quarter ends
	22	Friday	12:00 noon	Faculty Records day
	22	Friday	8:00 p.m.	Graduation

FIRST SUMMER SESSION 1980

June	3	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	4	Wednesday	8:00 a.m.	Classes begin
	5	Thursday	4:00 p.m.	Last day to register or add classes
	23	Monday		Midterm
	25	Wednesday	4:00 p.m.	Last day to drop
July	2	Wednesday	11:00 p.m.	Holidays begin
	7	Monday	8:00 a.m.	Classes resume
	14	Monday	5:00 p.m.	First session ends
	15	Tuesday	12:00 noon	Faculty Records day

SECOND SUMMER SESSION 1980

July	15	Tuesday	9:00 a.m.-12:00 noon	Registration
	16	Wednesday	8:00 a.m.	Classes begin
	17	Thursday	4:00 p.m.	Last day to register or add classes
August	4,5	Mon.-Tues.	1:00 p.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	6,7	Wed.-Thurs.	1:00 p.m.-4:00 p.m.	Pre-registration
	4	Monday		Midterm
	6	Wednesday	4:00 p.m.	Last day to drop
	21	Thursday	10:00 p.m.	Second session ends
	22	Friday	12:00 noon	Faculty Records day
	22	Friday	8:00 p.m.	Graduation

PROPOSED ACADEMIC CALENDAR FOR 1980 - 1981

FALL QUARTER 1980

September	2-5	Tues.-Fri.	9:00 a.m.-4:00 p.m.	Faculty Workshop
	3	Wednesday	1:30 p.m.	Student Orientation
	8,9	Mon.-Tues.	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	10	Wednesday	8:00 a.m.	Classes begin
	16	Tuesday	4:00 p.m.	Last day to register or add classes
October	17	Friday		Midterm
	21	Tuesday	4:00 p.m.	Last day to drop
November	3	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
	25	Tuesday	10:00 p.m.	Fall Quarter Ends
	26	Wednesday	4:00 p.m.	Faculty Records day

WINTER QUARTER 1980-81

December	2	Tuesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	3	Wednesday	8:00 a.m.	Classes begin
	9	Tuesday	4:00 p.m.	Last day to register or add classes
	19	Friday	5:00 p.m.	Holidays begin
January	5	Monday	8:00 a.m.	Classes resume
	23	Friday		Midterm
	27	Tuesday	4:00 p.m.	Last day to drop
February	9	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
March	3	Tuesday	10:00 p.m.	Winter Quarter ends
	4	Wednesday	4:00 p.m.	Faculty records day

SPRING QUARTER 1981

March	11	Wednesday	9:00 a.m.-3:00 p.m. 6:00 p.m.-8:00 p.m.	Registration
	12	Thursday	8:00 a.m.	Classes begin
	18	Wednesday	4:00 p.m.	Last day to register or add classes
April	16	Thursday	5:00 p.m.	Holidays begin
	23	Thursday	8:00 a.m.	Classes resume
	24	Friday		Midterm
	28	Tuesday	4:00 p.m.	Last day to drop
May	11	Monday	9:00 a.m.-4:00 p.m. 6:00 p.m.-8:00 p.m.	Pre-registration
June	2	Tuesday	10:00 p.m.	Spring Quarter ends
	3	Wednesday	4:00 p.m.	Faculty Records day
	4	Thursday	8:00 p.m.	Graduation

General Information

EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be performed, with specific regard to:

(A) Titles VI and VII, Civil Rights Act of 1964 (as amended)
(B) Executive Order No. 11246 (as amended)
(C) Equal Pay Act of 1964
(D) Title IX, Educational Amendments of 1972
(E) The Rehabilitation Act of 1973

LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 80,900.

HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center, Rotary Auditorium which seats 149, and a reading laboratory.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The attractive new Science Building completes the structures surrounding the historic Mitchell Circle. It was occupied at the beginning of the summer session 1979. The two-story building provides three labs and two classrooms for vocational programs, four labs and three classrooms for the sciences, and an attractive student waiting area. The architecture blends well with the other four buildings around the Circle.

The Continuing Education Operation is administered in the renovated Kirkman home on North Mulberry Street. Some of the classes and labs are located in the Main Building, third floor; in the ABE Center directly behind the Main Building; Statesville Senior High School; South Iredell High School; Mooresville Junior High School; North Iredell High School; Statesville Recreation Center and at many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resourses to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.

MEMBERSHIPS AND APPROVALS

Mitchell Community College is a member of:

American Association of Community and Junior Colleges
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools
National Association of Student Financial Aid Administrators

Mitchell Community College is recognized and approved by:

North Carolina State Board of Education
North Carolina Department of Community Colleges
North Carolina Department of Public Instruction
Division of Vocational Rehabilitation
Southern Association of Colleges and Schools

VETERANS

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.

Admissions, Expenses, Veterans Information, And Financial Aid

ADMISSION REQUIREMENTS

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older to some appropriate program. The college serves all students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

In general, a high school diploma or GED is required for all post-secondary programs. Students without these prerequisites are admitted into vocational programs as a result of placement tests or counseling when the students demonstrate the necessary skills for success in the programs. Each program is open to students who qualify.

ADMISSION PROCEDURE

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview

SPECIAL CREDIT STUDENTS

Those persons not enrolled in a degree or diploma program must complete an application.

ADMISSION TO GENERAL ADULT EDUCATION PROGRAM

Any person who is 18 years old or a high school graduate is eligible to enter a General Adult Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

PROVISIONAL ADMISSION

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

SPECIAL ADMISSION

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

VISITING STUDENTS

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

TRANSFER APPLICANTS

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

TRANSFER OF CREDITS

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college. A minimum of 30 quarter hours credit must be earned at Mitchell to be eligible for graduation.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

SERVICE EXPERIENCE

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of

A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

U S ARMY RESERVE OFFICERS TRAINING PROGRAM

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U. S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter in a contractual agreement with the Army and may receive up to $1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N. C. 28036.

EXPENSES

STUDENT CHARGES AND REFUNDS

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Education and are subject to change without notice.

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.
4. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a $5.00 late registration fee.

GENERAL GUIDELINES FOR STUDENT CHARGES AND REFUNDS

CURRICULUM COURSES

Tuition: Current tuition charges are $3.25 for in-state and $16.50 for out-of-state per quarter hour with a maximum charge for $39.00 and $198.00 per quarter respectively. Charges are shown below.

Quarter Hours	In-State	Out-of-State
1	$ 3.25	$ 16.50
2	6.50	33.00
3	9.75	49.50
4	13.00	66.00
5	16.25	82.50
6	19.50	99.00
7	22.75	115.50
8	26.00	132.00
9	29.25	148.50
10	32.50	165.00
11	35.75	181.50
12+	39.00	198.00

Exceptions: Students who have paid tuition at one institution and are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the quarter and the institution to which he is transferring will accept the letter in lieu of payment.

A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed $39.00 or $198.00.

Persons 65 or over are not required to pay tuition.

Refunds: Tuition refunds are made if, in the judgment of the institution, the student is compelled to withdraw for unavoidable reasons. The student is required to make his request in writing to the Dean of Student Personnel. If the request is approved, two thirds of the tuition is refunded if the student withdraws within ten calendar days after the first day of classes for the quarter. Refunds of $5.00 or less are not made. If a course or curriculum fails to materialize, all the tuition is refunded.

If a student withdraws before the end of the quarter for reasons excusable by the institution, the student may be allowed credit for the unrefunded tuition and fees if he enrolls during any of the next four calendar quarters and petitions in writing for such credit.

If a student dies during the quarter, all tuition and fees for the quarter are refunded to the estate of the deceased.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduation Fees: The following graduation fees are charged: Cap & Gown, $8.00; Diploma or certificate, $10.00.

If a student fails to meet the graduation requirements and the cap and gown package is unopened, the $8.00 charge is refunded. If a student does not participate in graduation and asks that his diploma be mailed, a $3.25 charge is made for registered mail.

Audit Fee: Tuition for auditing classes must be paid except in case of full time students who may audit with no additional charge.

Credit By Examination: Tuition must be paid for credit by examination except in case of full time students for whom there would be no additional charge.

Parking: Parking stickers are distributed at registration at no charge. A $1.00 fine is charged for each parking violation after the first violation.

Physical Education Fees: The following physical education activity courses have fees as shown:

Golf	$15.00
Bowling	10.00
Skiing (no equipment)	65.00
Skiing (with equipment)	45.00

If a student withdraws from the class before the first class meeting, the fee is refunded. No part of this fee is refunded after the first class meeting.

Insurance: A group accident insurance policy is available to students on a voluntary basis. Coverage is to and from school and for school-sponsored activities. The contract is September-September and the student pays for the remaining quarters when he enrolls. Charges are as follows:

4 quarters	$ 6.00
3 quarters	4.50
2 quarters	3.00
1 quarter	1.50

There is no refund of insurance charges.

Registration Fee: There is no registration fee; however, students registering after the day of registration are charged a late fee of $5.00.

Student Activity Fee: All students who take eight or more quarter hours are charged a $9.00 student fee for the fall, winter, and spring quarters. A student pays a total of $27.00 for the academic year if he is enrolled for all three quarters. The fee is distributed as follows:

Student Government	$ 5.00
Athletics	2.00
Circle	2.00

All expenditures from these funds are related directly to student activities.

Exceptions: Students who take courses that are taught off campus are not charged a student activity fee. Persons who are employed as law enforcement officers and enroll in the Criminal Justice program are not charged the student activity fee.

Refunds: Rules governing student activity fee refund are the same as those for tuition refund.

Transcripts: No transcript is released without the written permission of the student. One official transcript is prepared without charge. A $1.00 fee is charged for each additional transcript.

Books: Cost of books will vary some from program to program; however, most students pay an estimated $150.00 for books for the academic year. The College does not rent books nor buy used books.

Special Fees: Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student. The following list gives the estimated costs for these items. The student is responsible for securing these items and monies are not handled by the institution.

Practical Nurse	$190.00
Carpentry	65.00
Auto Body	90.00
Air Conditioning	135.00
Electronic Servicing	60.00
Electric Installation	75.00
Auto Mechanics	150.00
Graphics	15.00
Drafting	45.00
Art	30.00

NON-CURRICULUM EXTENSION COURSES

Tuition: A $5.00 fee is charged for each extension class.

Exceptions: No tuition or fees are charged students who are prison inmates.

No tuition or fees are charged students enrolling for special extension training programs for volunteer firemen, fire department personnel, volunteer rescue and lifesaving personnel, or for local law enforcement officers.

No tuition fee shall be charged patients of state alcoholic rehabilitation centers.

No tuition fee shall be charged students for courses supported by grants and funds derived from sources other than state appropriations.

Institutions may sponsor self-supporting classes. Charges are whatever is necessary to pay for the class.

No tuition or fee may be charged for persons 65 or over.

1979-80 ESTIMATED STUDENT EXPENSES

	9 months	12 months
Dependent Living At Home		
Room	$ 450	$ 600
Board	450	600
Transportation	400	530
Clothing	300	400
Personal	228	304
Health	120	160
Subtotal	$1948	$2594
Tuition & Fees	144	183
Books & Supplies	192	256
TOTAL	$2284	$3033
Dependent Living Away From Home		
Room	$ 900	$1200
Board	900	1200
Transportation	400	530
Clothing	300	400
Personal	400	530
Health	120	160
Subtotal	$3020	$4020
Tuition & Fees	144	183
Books & Supplies	192	256
TOTAL	$3356	$4459
Independent Self-Supporting		
Room	$1350	$1800
Board	960	1280
Transportation	400	530
Clothing	300	400
Personal	600	800
Health	120	160
Subtotal	$3730	$4970
Tuition & Fees	144	183
Books & Supplies	192	256
TOTAL	$4066	$5409

Independent Married		
Room	$2070	$2760
Board	1350	1800
Transportation	600	800
Clothing	600	800
Personal	600	800
Health	240	320
Subtotal	$5460	$7280
Tuition & Fees	144	183
Books & Supplies	192	256
TOTAL	$5796	$7719
Additional Factors:		
Students With Dependent Children Add:	9 months	12 months
First Child	$ 825	$1100
Second Child	750	1000
Third Child & Each Additional	600	800
Out-of-State Student:		
Tuition & Fees	$ 621	$ 819

Nursing Students:

$304 Additional Supplies over 12 months.

Budget Derivation:

Budget figures are derived from student surveys, local agencies, merchants, and professionals, and national comparison data.

Transportation is based on an average of 13 miles per day at 17¢ per mile.

Room and board figures for independent students reflect additional costs of insurance and taxes not applicable to dependent students.

Health figures include only un-insured medical and dental expenses.

VETERANS INFORMATION

The maximum period of entitlement has increased from 36 to 45 months. The additional 9 months is not limited to pursuit of a standard undergraduate college degree. All benefits must be used within 10 years from the date of discharge from active duty.

Public Law 94-502 increased the amount a veteran or eligible person may borrow not to exceed $292.00 multiplied by the months of remaining entitlement at the beginning of the academic year or other period to which the loan is to apply. The loan amount may not exceed $1,500 in any one regular academic year.

All veterans are prohibited from receiving VA payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing withdrawal.

No school may have authority to negotiate VA Educational Benefits Checks or direct or indirect access to the proceeds of such checks through devices such as post office box addresses or sales offices of the school which serve as students' mailing address, or bank accounts jointly held with payees to which benefit checks are mailed. All educational benefit checks must be negotiated by the veteran or eligible person.

85 to 15% Ratio Requirements . . . Effective December 1, 1976. The enrollment of an eligible veteran (not already enrolled) may not be approved in any course for a period which more than 85% of the students (veterans) enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the Veterans Administration. Specially excepted from computing 85 to 15% Ratio are special assistance payments for the educationally disadvantaged, Farm Co-operative Courses, and courses offered under contract with the Department of Defense. Once a student is properly enrolled in a course which meets the 85 to 15% requirement, benefits may not be terminated because the 85 to 15% requirement is subsequently not met, as long as the student's enrollment remains continuous. A veteran student enrolled at Mitchell need not attend summer sessions in order to maintain continuous enrollment. An enrollment

may also be considered continuous if a "break" in enrollment is wholly due to circumstances beyond the student's control, such as illness.

Standard of Progress . . . All veteran students must meet the requirements for academic progress as set forth in the student handbook. If a veteran is placed on academic probation for a quarter, his grade point average must improve the following quarter so that the overall grade average required for graduation will be attained without an undue extension of training. If the average is not being raised enough to allow graduation when the required number of credits have been completed, progress cannot be considered satisfactory. If all veterans meet the standard of progress as set forth in the student handbook, there should be no problems from the Veterans Administration.

Vocational Veterans must turn in their time sheets to the Veteran's Secretary once a month. Delay in turning in time sheets may hold up checks.

Mitigating Circumstances . . . Circumstances which directly hinder any eligible veteran's pursuit of a course and which are judged to be out of the student's control. Illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training. Withdrawal from a course or receipt of a nonpunitive grade upon completion of a course due to unsatisfactory work may be considered to be under mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion and the student submits evidence that he or she applied for tutorial aid, consulted a Veteran's Administration Counselor, or consulted a school academic counselor or advisor regarding an attempt to remedy the unsatisfactory work before withdrawal or completion.

All veterans must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time, ¾ time, or ½ time. If the reason for dropping in credits is not due to mitigating circumstances the VA will go back to the beginning of the quarter and charge that student with an over-payment. A student must also notify the Veteran Affairs Office of a Withdrawal.

If a student's Veterans Administration Educational Benefits are terminated because the school has reported failure to make satisfactory progress, counseling at the Veterans Administration in Winston Salem is required before benefits may be reinstated even if the student is continuing in the same school. Veterans should complete Form 22-1995 and write "Yes" in space 12 on the form to indicate that he needs counseling.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 45 to 60 days from certification before the first check is received).

When you make first contact with the Veterans Affairs Office, bring a copy of your D.D. 214 (Discharge Papers) if benefits have not been received prior to entering Mitchell. If benefits have been received, bring your VA Claim Number.

If you are married, bring a copy of your marriage license. If you have children, bring the birth certificate of each child. If you are divorced, bring a copy of your divorce decree.

Benefits may be received according to your academic load. This is determined by the following scale:

Full-time: College Transfer and Technical — 12 credit hours or more
Vocational — 22 or more contact hours per week

Three-fourths time: College Transfer and Technical — 9 to 11 credit hours
Vocational — 16 to 21 contact hours per week

One-half time: College Transfer and Technical — 6 to 8 credit hours
Vocational — 11 to 15 contact hours per week

The rates for G.I. Benefits at the present are as follows:

Institutional	No Dependent	One Dependent	Two Dependent	Each Added Dependent
12 hrs (full-time)	$311	$370	$422	$26
9 hrs (¾ time)	$233	$277	$317	$19
6 hrs (½ time)	$156	$185	$211	$13

According to the Veterans Administration, changes of programs are allowed as follows:

(A) 1st change: Allow first change without VA becoming involved.

(B) 2nd change: If 12 hours or more are lost due to change, a visit to the VA in Winston Salem is necessary.

(C) 3rd change: Must offer the VA reasons beyond your control for a change such as: illness, death in the immediate family, active duty military service, financial obligations which require a change in terms, hours, or place of employment, or other reasons which are beyond your control.

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston Salem, N. C. 27102. The toll free number is 1-800-642-0841.

Office of Veteran Affairs number at Mitchell Community College is 704-873-2201. Call or visit this office any time for further information.

FINANCIAL ASSISTANCE INFORMATION

The purpose of financial aid is to help students who would be unable to attend Mitchell without assistance. To be considered for aid, an A.C.T. Family Financial Statement must be completed, and the Basic Educational Opportunity Grant (BEOG) must be applied for, by checking the appropriate box on the A.C.T. form (available from the Financial Aid Office or High School Counselors).

APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

1. Student must obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the BEOG, and include the code for a report to be sent to Mitchell Community College.
3. Students must contact the Financial Aid Office when they receive reports from ACT and from the BEOG offices.
4. Applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions, and the reasons for these decisions.

DEADLINES

The A.C.T. forms should be mailed by the student two months prior to enrollment. However, students may apply even after enrollment. Scholarships are awarded prior to September and should be applied for by July 1st.

TYPES OF AID AVAILABLE

Basic Educational Opportunity Grant – NOT repaid; up to $838 per year.
Supplemental Educational Opportunity Grant – NOT repaid; $200-$900 per year.
College Work Study – Minimum wage paid for work on campus, up to 20 hours per week.
P.A.C.E. Program – Minimum wage paid for summer work, 40 hours per week to students who will attend Mitchell the following fall.
N.C. Insured Loans – Must be repaid in quarterly installments beginning 9 months after leaving school; 7% interest also begins at that time. Amount varies depending on need.
N.C. Student Incentive Grant – NOT repaid; amounts vary; A.C.T. form should be sent by March 1st.
Scholarships – NOT repaid; amounts vary.
National Direct Student Loan – Repaid in quarterly installments according to a repayment plan, beginning 9 months after student ceases to be at least a half-time student; interest of 3% per year also accrues, at the end of the 9-month "grace period", average loans are $300-$900 per year.

FINANCIAL AID STUDENT RIGHTS & RESPONSIBILITIES

All students have the right to know what aid is available, when to apply, costs of attendance, Mitchell's refund policy, selection criteria for aid recipients, how need is determined and what family resources are used in need determination. Students also have the right to how much of their need is going to be met by aid, how much of their aid must be repaid, and what the interest rate and payback procedures are, as well as what other types of aid they are receiving. Recipients also have a right to know how satisfactory academic progress is determined and what happens when it is not maintained.

Students have a responsibility to review and consider all information about the school before enrolling; to complete all forms accurately and submit them on time to the right place; to pay special attention to accuracy on financial aid forms (errors cause long delays and intentional misreporting is a criminal offense subject to penalties under the U. S. Criminal Code); to return all verification, corrections and new information requested by the aid officer or agency to whom applied; to read, understand and save copies of everything signed; to accept responsibility for all agreements signed; to notify the lender, if loan received, of changes in name, address, or school status; to know and comply with application and reapplication deadlines; to know and comply with the school's refund procedures.

SCHOLARSHIPS

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ALUMNI SCHOLARSHIP was established in 1979 by the Mitchell Community College Alumni Association. The scholarship will be awarded annually to a child or grandchild of an alumni, with the stipulation that the recipient must maintain a 2.0 grade point average.

THE ANDERSON FAMILY SCHOLARSHIP has been established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need. Application for the scholarship should be made to the college scholarship committee.

THE BAUGH SCHOLARSHIP was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell student who gives evidence of leadership potential.

THE BRADY MEMORIAL ORGAN SCHOLARSHIP was established by the employees of Brady Printing Company, family and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young persons would study organ. Auditions will be held for the scholarship, which will be awarded to an Iredell County resident for the study of music at Mitchell Community College.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. & Mrs. Joe Carter and will be awarded as funds are available.

THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE ANABLE EAGLE FOSTER MEMORIAL SCHOLARSHIP was established in 1979 through the will of Ms. Foster. It is to be awarded to a sophomore, female resident of the Cool Springs Township considered deserving by the Scholarship Committee.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE THOMAS LEE HILL MEMORIAL SCHOLARSHIP was established in 1978 by the Statesville Noon Civitan Club in memory of the late Thomas Hill for his contributions to the work of Civitan and for his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

THE JENSEN MUSIC SCHOLARSHIP was established in 1969 by the Jensen family and friends, in memory of the late Fritz Jensen, who had a deep love for the arts and especially music. The scholarship will be awarded annually to the outstanding sophomore music student at Mitchell Community College.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by Margaret Raynall Bible Class for the First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) in the sound discretion of the Board of Trustees. The first recipient was named for Fall of 1977. The amount is to be determined by income earned on the trust fund.

THE MITCHELL COMMUNITY COLLEGE ART CLUB SCHOLARSHIP was established in 1977 by students of art at Mitchell Community College. Students raise money annually through various fund-raising activities. The award pays full tuition for an academic year, and is awarded annually to an entering freshman on the basis of high school art achievements.

THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County and make application to the Mitchell Community College Scholarship Committee.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc., in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company, Inc., and prorated among applicants if there is more than one applicant per year. Should there be no applicants from employee families, it may be awarded to other deserving Iredell County students.

THE BILL SHERRILL ATHLETIC SCHOLARSHIP was established in 1978 by the Statesville Area Athletic Officials Clinic in memory of the late Bill Sherrill for his contributions to area high school athletics and his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident interested in athletics and having financial need.

THE SPANN, MANGUM, CROOM & DOCKERY MEMORIAL SCHOLARSHIP was established in 1974 by the Spann, Mangum, Croom & Dockery Board of Directors for their outstanding leadership in the Statesville community. It will be awarded annually to a minority student recommended by a board member or members, on the basis of need, commitment and leadership.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP was established in 1975 in memory of the late Mike Courain, who was dedicated to the youth of his community. It is to be awarded annually to an outstanding Key Club or Keywanette member from one of the Iredell County high schools.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the Northwestern Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE RECORD AND LANDMARK SCHOLARSHIP was established in 1962 by employees of the Statesville Record and Landmark, in order to assist employees and their children. The amount is to be determined by interest on the principal sum, which is to be added to the principal in the event that the scholarship is not awarded. If there are no eligible applicants, the award may be given to an Iredell County resident. The scholarship must be awarded at least every five years.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

THE E. B. STIMSON MEMORIAL SCHOLARSHIP was established in loving memory of "Cap" Stimson, who for many years served as head of the Mitchell College Music Dept. It is endowed by the MacDowell Music Club and friends of the Stimson family. Candidates for the music scholarship must audition before a select panel of judges.

THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP was established in 1979 from the estate of Annie McGill Wilson, Class of 1924. Preference shall be given to students who are interested library science, have financial need, and demonstrate academic talent.

Student Life

Mitchell Community College is interested in helping each student develop to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will co-operate with the respective law enforcement agencies in their enforcement.

PRIVACY RIGHTS

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent.

VEHICLE REGISTRATION

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

PLACEMENT SERVICE

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

HEALTH SERVICES

Persons who desire to see a doctor may check the Student Personnel Services Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.

INTRAMURALS

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life, physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

STUDENT ORGANIZATIONS

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regards to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

PUBLICATIONS

The Office of the Dean of Student Personnel Services is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

THE LEARNING RESOURCES CENTER

The Mitchell Community College Learning Resources Center is responsible for provicing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, card catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas — the Library and the Audiovisual Center.

LIBRARY

The library area houses the book collection, periodicals, vertical file, and microfilm. All special indexes — periodicals, poetry, plays, essays, book reviews — are on the main floor near the card catalog. Services available are: Reference assistance, interlibrary loans, displays, reserve materials, paperback collection, career corner, night book deposit (to left of front entrance), college catalogs, and coin-operated copier for hard copies.

AUDIOVISUAL CENTER

The audiovisual center serves as a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes, 8mm film.
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community.

Regular school days:

Monday — Thursday	8 a.m. - 10 p.m.
Friday	8 a.m. - 5 p.m.

During breaks between quarters:

Monday — Friday	8 a.m. - 5 p.m.

Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for restamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor) and in restrooms.

COLLEGE INFORMATION OFFICE

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday.

Academic Regulations

QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions.

The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

CHANGE OF SCHEDULE

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally one week after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the office of the Registrar and the Business Office.

STUDENT COURSE LOAD

A student must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered a full-time student, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V. A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

A student may not register for more than 21 credit hours without approval of the Dean of Student Personnel Services, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular cases.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he is classified as a sophomore.

ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events.

No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing the work.

Once a student has properly registered and paid the necessary registration fees, the student shall be enrolled in said class until one of the following occurs:

1. Student Withdrawal
   A. He/she officially withdraws (this constitutes student withdrawal and is effective as of that date.

2. Administrative Withdrawal
   A. He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)
   B. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
   C. He/she completes the minimum objectives stated for the class, or transfers to another class.

Students will be given specific class attendance policies by each division at the beginning of each quarter.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A – Excellent – 4 quality points per quarter hour
B – Good – 3 quality points per quarter hour
C – Average – 2 quality points per quarter hour
D – Passing – 1 quality point per quarter hour
F – Failed – No quality points per quarter hour
I – Incomplete – Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.
W – Withdrawal – Denotes official withdrawal from school.
AU – Audit – No grade or quality points.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, only the higher grade will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

GRADE REPORTS

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished all students at the end of each scheduled school quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.5 for the quarter with no grade below "C" will be on the Dean's List for that period.

CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for any one year will be eligible for Class Honors at graduation.

COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at graduation.

SATISFACTORY ACADEMIC PROGRESS

The following scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship

agencies, and other private or public agencies requiring such information. Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. Aid can be stopped for one or more quarters until grades or grade estimates indicate satisfactory progress is being re-established.

Veteran students must meet the requirements for academic progress as set forth below. If a veteran does not meet this requirement, he will be placed on academic probation for one quarter. If he does not bring his overall grade point average up to within school standards by the end of that quarter, he will be terminated with the Veterans Administration in Winston Salem. To get his educational benefits reinstated, he must request a counseling date with the Veterans Administration. They will decide if he will be eligible to return, and will state the conditions under which he may return if he is found to be eligible. There should be no problems from the Veterans Administration if satisfactory academic progress is maintained.

Degree Programs		Diploma Programs		Certificate Programs	
Hours	QPA	Hours	QPA	Hours	QPA
0-15	1.00	0-20	1.25	0-9	1.25
16-30	1.25	21-40	1.50	10-18	1.50
31-45	1.50	41-60	1.75	19-27	1.75
46-60	1.75	61-	2.00	28-	2.00
61-75	1.90				
76-	2.00				

CONDITIONAL STATUS

A student who does not actively show initiative toward fulfillment of his stated educational goals may be placed on conditional status. Upon the written recommendations of the student's division chairperson, or program director, with the concurrence of his instructors and advisor, to the Dean of Student Personnel Services, a student may be placed on conditional status after full-time enrollment for four quarters or more in a curriculum. However, when it appears in the best interest of the student, the above recommendation may be made at the end of one quarter for less than full-time or special students. The following conditions will be placed on this student:

1. Conditions for continuation specified in writing and signed in first week of conditional quarter. Conditions will include full-time status for entire quarter, minimum QPA for conditional quarter and meetings with assigned counselor on a scheduled basis.
2. After one quarter as a conditional student, his status will be reviewed by the assigned counselor and upon recommendation of the counselor, instructors, advisor, and division chairperson, the conditional status may be removed.
3. The conditions will be signed by the student and the Dean of Student Personnel Services, and filed with the assigned counselor.
4. If conditions are not met by the student at the end of the conditional quarter, suspension will be automatic.
5. Readmission to the college must be at least one quarter after suspension and must be approved by the Director of Admissions and the Dean of Student Personnel Services.

CREDIT BY EXAMINATION

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved.

ADVANCED PLACEMENT

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement

between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

AUDITING CLASSES

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

REPEATING COURSE WORK

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated, but can be counted only once toward graduation. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson, or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Personnel Services. As a result of limited clinical facilities, any PNE student failing to obtain a "C" or better an any required course will be dropped from the program but may be readmitted the next quarter that course is offered.

TRANSCRIPTS

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. One transcript will be prepared at a cost of $1.00 per copy. No transcripts will be released until the student's account is cleared with the Business Office and the Library.

REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in the programs awarding diplomas are required to complete the reading course. Students in programs awarding the Associate in Arts, Associate in Fine Arts, or Associate in Applied Science Degrees are required to make satisfactory scores on the reading placement test, or successfully complete the course in reading.
2. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Personnel Services for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.
5. A minimum of thirty quarter hours credit must be earned at Mitchell Community College in order to be eligible for graduation.
6. A maximum of eleven quarter hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell.

WITHDRAWALS

Students withdrawing from the college must contact the Office of the Dean of Student Personnel Services for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Personnel Services will sign all official withdrawals.

Educational Programs

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to fifteen quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

College Transfer:

Associate in Arts Degree – minimum 96 quarter hours credit
Associate in Fine Arts Degree – minimum 96 quarter hours credit
Associate in Science Degree – minimum 96 quarter hours credit

College Transfer Programs:

Pre-Art	–C-003
Pre-Business Administration	–C-004
Pre-Business Education	–C-026
Pre-Liberal Arts	–C-011 and C-018
Pre-Music	–C-015
Special Credit	–G-030

Technical:

Associate in Applied Science Degree – minimum 106 quarter hours credit

Technical Programs:

Accounting	–T-016
Agricultural Science	–T-126
Business Administration	–T-018
Criminal Justice	–T-129
Electronic Data Processing	–T-022
Executive Secretary	–T-030
General Office Technology	–T-033
Guided Studies	–T-099
Industrial Management	–T-049
Teacher's Aide	–T-088
Veteran Farmer Training	–T-017

Vocational:

Diploma – Completion of curriculum
Certificate – upon successful completion of a vocational specialty program which generally consists of a maximum of 15 contact hours per week for four quarters in the evenings or 26 contact hours per week for three quarters during the day. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as aide position.

Vocational Programs:

Air Conditioning/Refrigeration	–V-024
Auto Body Repair	–V-001
Automotive Mechanics	–V-003
Carpentry	–V-007
Drafting/Mechanical	–V-017
Electrical Installation & Maintenance	–V-018
Electronic Servicing	–V-042
Graphic Communications	–V-022
Industrial Maintenance	–V-028
Machine Operations	–V-032
Practical Nursing	–V-038
Welding	–V-050

READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

Associate in Arts, Associate in Fine Arts, Associate in Science –

Must make a satisfactory score on the reading test, or take Reading 151.

Associate in Applied Science –

Must made a satisfactory score on the reading test, or take Reading 101.

Diploma Programs –

Must make a satisfactory score on the reading test, or take Reading 1101.

Certificate Programs –

Must make a satisfactory score on the reading test, or take Reading 1101.

COLLEGE TRANSFER PROGRAMS

PRE-ART (C-003)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

CURRICULUM

Course Title			Qtr. Hrs. Credit
FIRST QUARTER			
ENG	150	Resource Material	1
ENG	151	Composition I	3
HIS	151	History of Western Civilization I	5
or	251	U. S. History I	
ART	150	Basic Design	3
PED		Physical Education	1
		Electives (including Languages)	5
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization II	5
or	252	U. S. History II	
ART	151	Drawing I	3
PED		Physical Education	1
		Electives (including Languages)	5
THIRD QUARTER			
ENG	153	Composition III	3
MAT		151 or 161 suggested	5
ART	152	Drawing II	3
PED		Physical Education	1
		Electives (including Languages)	5

Course Title			Qtr. Hrs. Credit
FOURTH QUARTER			
ENG		From Eng Lit sequence	5
ART		Elective in Major sequence	3
ART		Elective in Minor sequence	3
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
PED		Physical Education	1
FIFTH QUARTER			
BIO	152	General Biology or	4
CHM	162	General Chemistry or	
PHY	272	General Physics	
ART		Art History	5
ART		Major Sequence II	3
ART		Minor Sequence II	3
SIXTH QUARTER			
ART		Art History	5
ART		Major Sequence III	3
ART		Elective in Art	3
		Elective other than Art	3

PRE-BUSINESS ADMINISTRATION (C-004)

ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 150	Intro. to Resource Material	1
ENG 151	Composition I	3
HIS 151	History of Western Civilization	5
or 251	U. S. History	
BIO 151	General Biology or	4
CHM 161	General Chemistry or	
PHY 271	General Physics	
EDP 151	Intro. to Business Data Processing	4
PED	Physical Education	1
SECOND QUARTER		
ENG 152	Composition II	3
HIS 152	History of Western Civilization	5
or 252	U. S. History	
BIO 152	General Biology or	4
CHM 162	General Chemistry or	
PHY 252	General Physics	
PED	Physical Education	1
THIRD QUARTER		
ENG 153	Composition III	3
	Electives (Foreign Languages and Fine Arts)	9
PED	Physical Education	1
	Electives	3
FOURTH QUARTER		
BUS 161	Accounting Principles	4
ECO 251	Macroeconomics	4
ENG 261	Major British Writers	5 or 6
or 271-272	American Literature	
MAT 151	Fundamentals of Mathematics	5
or 161	College Algebra	
PED	Physical Education	1
FIFTH QUARTER		
BUS 162	Accounting Principles	4
ECO 252	Microeconomics	5
	Electives (Foreign Language and Fine Arts)	5
MAT 151	Fundamentals of Mathematics	5
or 161	College Algebra	
SIXTH QUARTER		
BUS 163	Accounting Principles	4
	Electives (Foreign Language and Fine Arts)	3
	Electives	8

PRE-BUSINESS EDUCATION (C-026)

ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 150	Intro. to Resource Material	1
ENG 151	Composition I	3
FOURTH QUARTER		
BUS 161	Accounting Principles	4
ECO 251	Macroeconomics	5

HIS	151	History of Western Civilization	5
or	251	U. S. History	
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
BUS	153	Typewriting	3
PED		Physical Education	1

SECOND QUARTER

ENG	152	Composition II	3
HIS	152	History of Western Civilization	5
or	252	U. S. History	
BIO	152	General Biology or	4
CHM	162	General Chemistry or	
PHY	272	General Physics	
BUS	154	Typewriting	3
		Elective (Fine Arts & Humanities)	3
PED		Physical Education	1

THIRD QUARTER

ENG	153	Composition III	3
BUS	155	Typewriting	3
EDP	151	Intro. to Business Data Processing	4
		Elective (Fine Arts & Humanities)	3
PED		Physical Education	1

ENG	261	Major British Writers	5 or 6
or	271-272	American Literature	
BUS	156	Shorthand	4
PED		Physical Education	1

FIFTH QUARTER

BUS	162	Accounting Principles	4
ECO	252	Microeconomics	5
MAT	151	Fundamentals of Mathematics	5
or	161	College Algebra	
BUS	157	Shorthand	4

SIXTH QUARTER

BUS	163	Accounting Principles	4
BUS	158	Shorthand	4
		Elective (Fine Arts & Humanities)	5
MAT	151	Fundamentals of Mathematics	5
or	161	College Algebra	

COLLEGE TRANSFER

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The College Transfer curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for the Associate in Arts and the Associate in Science degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE CURRICULUM (C-011)

English . . . . . 15 qtr. hrs. credit
Must include: ENG 151, 152, 153 – 9 q.h.
ENG 150 – 1 q.h., Literature – 5 q.h.

Health and Physical Education . . . . . 4 qtr. hrs. credit

Humanities and Fine Arts . . . . . 10 qtr. hrs. credit
Courses must be selected from: Art, Foreign Language, Literature, Music, Philosophy, Religion and Speech.

Science and Mathematics . . . . . 13 qtr. hrs. credit
Minimum of 8 q.h. in an introductory science sequence
Math 151 or 161 (5 q.h.) recommended

Social Science . . . . . 10 qtr. hrs. credit
American History or Western Civilization sequence

Electives . . . . . 44 qtr. hrs. credit
Students should select electives which correspond with their major and the institution to which they wish to transfer.

ASSOCIATE IN SCIENCE DEGREE CURRICULUM (C-018)

English . . . . . 10 qtr. hrs. credit
Must include: ENG 151, 152, 153 – 9 q.h.
ENG 150 – 1 q.h., Literature – 5 q.h.

Health and Physical Education . . . . . 4 qtr. hrs. credit

Math . . . . . 20 qtr. hrs. credit
Completion of Math 253 (Calculus III) is minimum requirement

Science . . . . . 24 qtr. hrs. credit
Two complete three course sequences minimum requirement

Social Science . . . . . 10 qtr. hrs. credit
Two quarter sequence of Western Civilization or American History minimum requirement.

Electives . . . . . 22 qtr. hrs. credit
May include math, foreign language, or other courses suggested by program at senior institution.

PRE-MUSIC (C-015)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

PIANO AND INSTRUMENTAL CURRICULUM

Course Title			Qtr. Hrs. Credit
FIRST QUARTER			
ENG	150	Intro. to Resource Material	1
ENG	151	Composition I	3
MUS	151	Music Theory	3
MUS	154	Sight Singing	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS	160	Choir	1
or	188	Band Ensemble	
HIS	151	History of Western Civilization	5
or	251	U. S. History	
SECOND QUARTER			
ENG	152	Composition II	3
MUS	152	Music Theory	3
MUS	155	Sight-Singing	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS	161	Choir	1
or	189	Band Ensemble	
HIS	151	History of Western Civilization	5
or	251	U. S. History	
PED		Physical Education	1

Course Title			Qtr. Hrs. Credit
FOURTH QUARTER			
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
MUS	251	Music Theory	3
MUS	254	Sight-Singing	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS	260	Choir	1
or	288	Band Ensemble	
PED		Physical Education	1
MUS	282	Music Literature	2
FIFTH QUARTER			
MUS	252	Music Theory	3
MUS	255	Sight Singing	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS		Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS	261	Choir	1
or	289	Band Ensemble	
MUS	283	Music Literature	2
PED		Physical Education	1

THIRD QUARTER

ENG 153	Composition III	3
MUS 153	Music Theory	3
MUS 156	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 162	Choir	1
or 190	Band Ensemble	
MAT 151	Fundamentals of Mathematics	5
or 161	College Algebra	
PED	Physical Education	

SIXTH QUARTER

BIO 152	General Biology or	4
CHM 162	General Chemistry or	
PHY 272	General Physics	
MUS 253	Music Theory	3
MUS 256	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 262	Choir	1
or 290	Band Ensemble	
MUS 284	Music Literature	2

VOICE CURRICULUM

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 150	Intro. to Resource Material	1
ENG 151	Composition I	3
MUS 151	Music Theory	3
MUS 154	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 160	Choir	1
MUS	Diction for Singers	3
SECOND QUARTER		
ENG 152	Composition II	3
MUS 152	Music Theory	3
MUS 155	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 161	Choir	1
MUS	French Diction for Singers	3
PED	Physical Education	1
THIRD QUARTER		
ENG 153	Composition III	3
MUS 153	Music Theory	3
MUS 156	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 162	Choir	1
MAT 151	Fundamentals of Mathematics	5
or 161	College Algebra	
PED	Physical Education	1
MUS	German Diction for Singers	3
FOURTH QUARTER		
BIO 151	General Biology or	4
CHM 161	General Chemistry or	
PHY 271	General Physics	
MUS 251	Music Theory	3
MUS 254	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 260	Choir	1
PED	Physical Education	1
MUS 282	Music Literature	2
HIS 151	History of Western Civilization	5
or 251	U. S. History	
FIFTH QUARTER		
MUS 252	Music Theory	3
MUS 255	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 261	Choir	
MUS 283	Music Literature	2
PED	Physical Education	1
HIS 151	History of Western Civilization	5
or 251	U. S. History	
SIXTH QUARTER		
BIO 152	General Biology or	4
CHM 162	General Chemistry or	
PHY 272	General Physics	
MUS 253	Music Theory	3
MUS 256	Sight Singing	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Major)	2
MUS	Applied Organ, Piano, Voice, Strings, or Band Instruments (Minor)	1
MUS 262	Choir	1
MUS 284	Music Literature	2

(Voice majors are required to enroll in Choir each quarter.)

SPECIAL CREDIT (G-030)

This program is designed for those students who have no desire to work toward a degree, but want to take college transfer courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.

TECHNICAL PROGRAMS

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Accounting curriculum is designed to teach students the necessary skills for entry into the accounting profession. The student learns the following duties: maintaining journals and ledgers, preparing financial statements, making special reports and analysis, preparing cost data, and summarizing tax information.

A graduate of the Accounting curriculum may be employed in a variety of fields depending on availability, personal preferences, skills, etc. The accountant is necessary wherever there is money to be used from government to small private businesses. Positions are available in general accounting, auditing, payroll accounting, credit, collections, and other areas.

CURRICULUM

Core Courses	59
English & Speech	12
Major Requirements	30
Electives	7
Total	108

Core Courses:

Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Office Machines	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

Major Requirements:

BUS 241 Intermediate Accounting	4
BUS 242 Intermediate Accounting	4
BUS 243 Intermediate Accounting	4
BUS 246 Taxes	4
BUS 244 Cost Accounting	4
BUS 248 Auditing	4
BUS 228 Finance	3
BUS 229 Finance	3

English and Speech:

English 101, 102, 103	9
Speech 251	3

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 152	Intro. to Business	5
BUS 123	Business Mathematics	4
BUS 161	Accounting Principles	4
BUS 150	Business Law	3

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
BUS 241	Intermediate Accounting	4
BUS 244	Cost Accounting	4
BUS 228	Finance	3
BUS 224	Business Management	5

SECOND QUARTER

ENG 102	English	3
BUS 151	Business Law	3
BUS 120	Office Machines	4
BUS 162	Accounting Principles	4
ECO 251	Macroeconomics	5

THIRD QUARTER

ENG 103	English	3
BUS 163	Accounting Principles	4
ECO 252	Microeconomics	5
BUS 153	Typewriting (Waived for 30 wpm)	3
	Elective	3

FIFTH QUARTER

BUS 242	Intermediate Accounting	4
BUS 248	Auditing	4
BUS 136	Personal Development	3
EDP 151	Intro. to Data Processing	4
BUS 229	Finance	3

SIXTH QUARTER

BUS 243	Intermediate Accounting	4
BUS 246	Taxes	4
SPH 251	Speech	3
BUS 220	Business Communications	3
	Elective	4

AGRICULTURAL SCIENCE (T-126)

ASSOCIATE OF APPLIED SCIENCE DEGREE

Science has done many things to make the farmer's work easier and more profitable. Technological advances in agricultural production practices promise to come at an ever-increasing rate. Those who are producing, processing or marketing agricultural products, as well as those working with suppliers of commodities used in agriculture must know how to use and apply modern agricultural practices. The course of study in Agricultural Science is organized to provide technical training for those who will be taking part in agricultural production in the years ahead.

This curriculum is designed primarily for persons involved in farming or agricultural related enterprises. The courses are planned to provide technical, scientific, and managerial concepts which supplement and relate to the experiences of the student in his employment. The basic knowledge and skills of farming operations involving crops and livestock are included to insure a continuity of the theory and the practical aspects of farming. Courses provide opportunities to gain knowledge and skills in crop and livestock production; managing the farm business; repairing, maintaining and equipping the operation; laws and taxes; and long-range planning and forecasting.

Job opportunities for graduates of the Agricultural Science curriculum are available in managing farm enterprises, selling agricultural products in farm supply stores and inspecting farm products.

CURRICULUM

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
AGR 100	Agricultural Orientation	1
ENG 101	Grammar I	3
CHM 102	Chemistry (AG)	4
AGR 106	Field Crops	4
AGR 203	Agriculture Mathematics	5
SECOND QUARTER		
SOC 101	Community Involvement	5
ENG 102	Composition	3
ECO 103	Economics of Agriculture	3
AGR 108	Soil Management	3
	Elective	3
THIRD QUARTER		
AGR 104	Animal Science	5
AGR 107	Agriculture Machinery	5
AGR 105	Agriculture Records & Accounts	4
	Elective	3

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
AGR 110	Farm Business Management	5
AGR 212	Dairy & Beef Production	5
AGR 213	Forage Crop Production	5
	Elective	3
FIFTH QUARTER		
HOR 103	General Horticulture	4
AGR 217	Soil Fertility	3
AGR 208	Livestock Diseases & Parasites	4
AGR 220	Agriculture Marketing & Sales	4
SIXTH QUARTER		
AGR 201	Agriculture Chemicals	4
AGR 202	Plant Identification and Use	5
AGR 204	General Poultry Science	4
AGR 221	Agribusiness Awareness	2

BUSINESS ADMINISTRATION (T-018)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to provide the student with a broad background in the major areas of business. Prime emphasis is given to the many phases of administrative office work encountered in the average business. This curriculum is designed to give the student the option of specializing in Marketing and Retailing or in Business Management in the sophomore year.

The Business Administration curriculum prepares the student to enter business in the areas of marketing, retailing, and management at the following levels depending on the student's experience, attitudes, and proficiency: sales representative trainee, customer service representative trainee, retail store manager trainee, administrative assistant trainee, assistant office manager, bank trainee, credit analyst trainee, assistant personnel manager, insurance adjuster trainee, credit investigator.

CURRICULUM

Core Courses	59
English and Speech	12
Major Requirements	31
Electives	6
Total	108

Core Courses:

Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Office Machines	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

English and Speech:

English 101, 102, 103	9
Speech 251	3

Major Requirements for Marketing-Retailing:

BUS 228 Finance	3
BUS 225 Principles of Marketing	5
BUS 229 Finance	3
BUS 240 Advertising	3
BUS 237 Retailing	3
BUS 223 Principles of Selling	3
BUS 239 Buying and Merchandising	3
BUS 131 Industrial Marketing	5
BUS 134 Principles of Supervision	3

MARKETING AND RETAILING

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 161	Accounting	4
BUS 152	Intro. to Business	5
BUS 123	Business Mathematics	4
	Elective	3
SECOND QUARTER		
ENG 102	English	3
BUS 162	Accounting	4
EDP 151	Intro. to Data Processing	4
BUS 120	Office Machines	4
BUS 136	Personal Development	3
THIRD QUARTER		
ENG 103	English	3
BUS 163	Accounting	4
SPH 251	Speech	3
BUS 220	Business Communications	3
BUS 153	Typewriting (waived for 30 wpm)	3

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
ECO 251	Macroeconomics	5
BUS 150	Business Law	3
BUS 224	Business Management	5
BUS 228	Finance	3
	Elective	3
FIFTH QUARTER		
BUS 225	Principles of Marketing	5
ECO 252	Microeconomics	5
BUS 151	Business Law	3
BUS 229	Finance	3
BUS 240	Advertising	3
SIXTH QUARTER		
BUS 237	Retailing	3
BUS 223	Selling	3
BUS 239	Buying and Merchandising	3
BUS 134	Principles of Supervision	3
BUS 131	Industrial Marketing	5

Major Requirements for Business Management:

BUS 226 Office Management	5
BUS 234 Personnel Management	3
BUS 225 Principles of Marketing	5
BUS 238 Business Insurance	5
BUS 246 Taxes	4
BUS 228 Finance	3
BUS 229 Finance	3
BUS 134 Principles of Supervision	3

BUSINESS MANAGEMENT

Course Title		Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 161	Accounting	4
BUS 152	Intro. to Business	5
BUS 123	Business Mathematics	4
	Elective	3
SECOND QUARTER		
ENG 102	English	3
BUS 162	Accounting	4
EDP 151	Intro. to Data Processing	4
BUS 120	Office Machines	4
BUS 136	Personal Development	3
THIRD QUARTER		
ENG 103	English	3
BUS 163	Accounting	4
SPH 251	Speech	3
BUS 220	Business Communications	3
BUS 153	Typewriting (waived for 30 wpm)	3

Course Title		Qtr. Hrs. Credit
FOURTH QUARTER		
ECO 251	Macroeconomics	5
BUS 150	Business Law	3
BUS 224	Business Management	5
BUS 228	Finance	3
BUS 234	Personnel Management	3
FIFTH QUARTER		
ECO 252	Microeconomics	5
BUS 151	Business Law	3
BUS 225	Principles of Marketing	5
BUS 229	Finance	3
	Elective	3
SIXTH QUARTER		
BUS 226	Office Management	5
BUS 134	Principles of Supervision	3
BUS 238	Business Insurance	5
BUS 246	Taxes	4

CRIMINAL JUSTICE – PROTECTIVE SERVICE TECHNOLOGY (T-129)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Criminal Justice—Protective Service Technology is a program that covers law enforcement, security services, and correction. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention, and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

CURRICULUM

Course Title		Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	Grammar	3

Course Title		Qtr. Hrs. Credit
THIRD QUARTER		
POL 261	State/Local Government	5

BUS	123	Business Math	4		
CJC	101	Introduction to Criminal Justice	5		
PSY	151	Introduction to Psychology	5		
SECOND QUARTER					
ENG	102	English Composition	3		
POL	251	American National Government	5		
CJC	102	Criminology	5		
CJC	115	Criminal Law	3		
PSY	201	Applied Psychology in Human Relations or	3		
SOC		Elective (271, 151)			
CJC	125	Criminal Procedure	5		
CJC	110	Juvenile Delinquency	5		
HEA	251	First Aid	3		

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LAW ENFORCEMENT

FOURTH QUARTER				SIXTH QUARTER			
ENG	103	Report Writing	3	CJC	210	Criminal Investigation	5
SPH	251	Public Speaking	3	CJC	212	Criminalistics II	5
CJC	205	Criminal Evidence	5	CJC	220	Police Organization & Administration	5
CJC	206	Community Relations	3			Elective	3
CJC	216	Advanced Criminal Law	3				
FIFTH QUARTER							
CHM		Criminal Justice Chemistry	5				
CJC	202	Traffic Enforcement	5				
CJC	217	Patrol Administration	3				
CJC	203	Corrections	3				
		Elective	3				

– CJC 211

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CORRECTIONS

FOURTH QUARTER				SIXTH QUARTER			
ENG	103	Report Writing	3	CJC	223	Correction Counseling	4
SPH	251	Public Speaking	3	CJC	204	Paroles, Probation & Pardons	3
SOC	271	Social Problems or	3	CJC	224	Rehabilitation	3
PSY	201	Applied Psychology in Human Relations		CJC	201	N. C. Juvenile Detention and Corrections	3
PSY	229	Abnormal Psychology	3	CJC	221	Correction Administration	3
CJC	206	Community Relations	3			Elective	3
FIFTH QUARTER							
CJC	203	Corrections	3				
PSY	203	Adolescent Psychology	3				
CJC	207	Confinement Facilities Admn.	3				
CJC	209	Correction Law	3				
CJC	230	Counseling	3				
CJC	234	Community-Based Corrections	3				

SECURITY SERVICES

FOURTH QUARTER				SIXTH QUARTER			
ENG	103	Report Writing	3	CJC	245	Electronic Detection & Polygraph	5
SPH	251	Public Speaking	3	CJC	246	Security Investigation	3
SOC	271	Social Problems or	3	CJC	247	Retail Security	3
PSY	201	App. Psychology in Human Relations		CJC	248	Fire Prevention and Security	3
PSY	229	Abnormal Psychology	3	CJC	249	Surveillance Techniques	3
CJC	206	Community Relations	3				
		Elective	35				

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FIFTH QUARTER		
CJC 240	Security Systems	5
CJC 241	Property Control	3
CJC 242	Common Carrier Protection	3
CJC 243	Industrial Accident Investigation and Reporting	3
CJC 244	Civil & Criminal Legal Responsibility	3

ELECTRONIC DATA PROCESSING (T-022)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronic Data Processing curriculum is designed to prepare the student for employment in a number of occupational specialties required by a large computer system and at the same time provide a theoretical foundation sufficient for advancement in the data processing profession.

The graduate of the Electronic Data Processing curriculum may be employed by a business using a large computer system as a key punch operator, computer operator, programmer, systems analyst, and supervisor trainee.

CURRICULUM

Core Courses	59
English and Speech	12
Major Requirements	36
Electives	2
Total	109

Core Courses:

Accounting Principles	12
Business Communications	3
Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Office Machines	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

English and Speech:

English 101, 102, 103	9
Speech 251	3

Major Requirements:

EDP 101 Logic and Decision Making	3
EDP 102 Cobol	4
EDP 201 RPG II	4
EDP 203 Systems	4
EDP 202 RPG II	4
EDP 204 Systems	4
EDP 205 Project	5
BUS 244 Cost Accounting	4
BUS 246 Taxes	4

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 161	Accounting Principles	4
EDP 151	Intro. to Data Processing	4
BUS 123	Business Math	4
BUS 152	Intro. to Business	5
SECOND QUARTER		
ENG 102	English	3
BUS 162	Accounting Principles	4
EDP 101	Logic & Decision Making	3
ECO 251	Macroeconomics	5
	Elective	2

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
BUS 244	Cost Accounting	4
EDP 201	RPG II	4
BUS 224	Business Management	5
BUS 150	Business Law	3
EDP 203	Systems	4
FIFTH QUARTER		
EDP 202	RPG II	4
BUS 120	Office Machines	4
BUS 151	Business Law	3
BUS 136	Personal Development	3
EDP 204	Systems	4

THIRD QUARTER

ENG 103	English	3
BUS 163	Accounting Principles	4
EDP 102	Cobol	4
ECO 252	Microeconomics	5
BUS 153	Typewriting (waived for 30 wpm)	3

SIXTH QUARTER

EDP 205	Final Project	5
BUS 220	Business Communications	3
SPH 251	Speech	3
BUS 246	Taxes	4

EXECUTIVE SECRETARY (T-030)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Executive Secretary curriculum is designed to prepare students to assume responsible positions in the secretarial profession.

The graduate of the Executive Secretary curriculum may be employed in a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

Executive secretaries are expected to possess high-level skills, which include the ability to perform the following tasks: type, take dictation, transcribe from shorthand notes and from dictating machines, compose communications, handle telephone calls, greet visitors, plan and organize the work of employers as well as their own work, supervise office workers, conduct research, arrange meetings, take minutes, arrange for travel, keep office records, set up and maintain files, process mail, maintain inventory of supplies, place orders, use equipment, etc.

CURRICULUM

Core Courses	40
English and Speech	12
Major Requirements	52
Electives	4
Total	108

Core Courses:

Accounting Principles	8
Office Management	5
Business Law	6
Intro. to Data Processing	4
Business Math	4
Office Machines	4
Typewriting	3
Personal Development	3
Business Communications	3

English and Speech:

English 101, 102, 103	9
Speech 251	3

Major Requirements:

BUS 154, 155, 201, 202, 203 Typewriting	15
BUS 156, 157, 158, 211, 212, 213 Shorthand	24
BUS 221, 222 Office Procedures	6
BUS 122 Filing	3
BUS 121 Machine Transcription	4

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 153	Typewriting	3
BUS 156	Shorthand	4
BUS 122	Filing	3
BUS 123	Business Math	4
SECOND QUARTER		
ENG 102	English	3
BUS 154	Typewriting	3

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
BUS 201	Typewriting	3
BUS 211	Shorthand Dictation and Transcription	4
BUS 150	Business Law	3
BUS 161	Principles of Accounting	4
BUS 120	Office Machines	4
FIFTH QUARTER		
BUS 162	Principles of Accounting	4

BUS 157	Shorthand	4
BUS 221	Office Procedures	3
EDP 151	Intro. to Data Processing	4
	Elective	1
THIRD QUARTER		
ENG 103	English	3
BUS 155	Typewriting	3
BUS 158	Shorthand	4
SPH 251	Speech	3
BUS 222	Office Procedures	3
	Elective	3
BUS 202	Typewriting	3
BUS 212	Shorthand Dictation and Transcription	4
BUS 151	Business Law	3
BUS 121	Machine Transcription	4
SIXTH QUARTER		
BUS 220	Business Communications	3
BUS 203	Typewriting	3
BUS 213	Shorthand Dictation and Transcription	4
BUS 226	Office Management	5
BUS 136	Personal Development	3

GENERAL OFFICE TECHNOLOGY (T-033)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The General Office Technology curriculum is designed to prepare students in the basic skills necessary for initial office work of a general nature. The students should also develop an understanding of office organization and office routines which will enable them to adapt to the diversified opportunities available in office employment.

A graduate of the General Office Technology curriculum may be employed in a variety of office positions such as clerk-typists, file clerks, mail clerks, receptionists, and machine transcribers.

CURRICULUM

Core Courses	53
English and Speech	12
Major Requirements	37
Electives	6
Total	108

Core Courses:

Accounting	8
Intro. to Business	5
Business Law	6
Intro. to Data Processing	4
Business Math	4
Office Machines	4
Typewriting	3
Personal Development	3
Business Communications	3
Principles of Supervision	3
Economics	10

English and Speech:

English 101, 102, 103	9
Speech 251	3

Major Requirements:

Office Procedures	6
Machine Transcription	4
Filing	3
Typewriting	15
Office Management	5
Taxes	4

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 153	Typewriting	3
BUS 122	Filing	3
BUS 123	Business Mathematics	4
BUS 120	Office Machines	4
FOURTH QUARTER		
BUS 201	Typewriting	3
BUS 161	Accounting Principles	4
BUS 150	Business Law	3
BUS 152	Intro. to Business	5
ECO 251	Macroeconomics	5

SECOND QUARTER

ENG 102	English	3
BUS 154	Typewriting	3
BUS 221	Office Procedures	3
BUS 121	Machine Transcription	4
EDP 151	Intro. to Data Processing	4

THIRD QUARTER

ENG 103	English	3
BUS 155	Typewriting	3
BUS 136	Personal Development	3
BUS 222	Office Procedures	3
SPH 251	Speech	3
	Elective	3

FIFTH QUARTER

BUS 202	Typewriting	3
ECO 252	Microeconomics	5
BUS 151	Business Law	3
BUS 162	Accounting Principles	4
	Elective	3

SIXTH QUARTER

BUS 203	Typewriting	3
BUS 220	Business Communications	3
BUS 246	Taxes	4
BUS 134	Principles of Supervision	3
BUS 226	Office Management	5

GUIDED STUDIES (T-099)

This program is designed for those students who have no desire to work toward a degree, but want to take technical courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.

INDUSTRIAL MANAGEMENT (T-049)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to prepare the student for supervisory and management training responsibilities in industry. The student should acquire human relation and communication skills as well as an understanding of proper production methods.

The graduate of the Industrial Management curriculum may be employed by a variety of manufacturing businesses either in a supervisory or management training program.

CURRICULUM

Core Courses	44
English and Speech	12
Major Requirements	46
Electives	6
Total	108

Core Courses:

Business Law	6
Business Management	5
Business Math	4
Intro. to Business	5
Intro. to Data Processing	4
Office Machines	4
Personal Development	3
Typewriting (waived for 30 wpm)	3
Economics	10

English and Speech:

English 101, 102, 103	9
Speech 251	3

Major Requirements:

BUS 130 Principles of Ind. Management	5
BUS 135 Work Measurement	5
BUS 133 Industrial Safety	5
BUS 134 Principles of Supervision	3
BUS 234 Personnel Management	3
BUS 235 Production Planning	5
BUS 232 Labor Economics & Relations	5
BUS 230 Quality Control	4
BUS 233 Foremanship Supervision	3
BUS 228 Finance	3
BUS 225 Principles of Marketing	5

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 101	English	3
BUS 123	Business Mathematics	4
BUS 152	Intro. to Business	5
ECO 251	Macroeconomics	5
BUS 150	Business Law	3
SECOND QUARTER		
ENG 102	English	3
ECO 252	Microeconomics	5
BUS 151	Business Law	3
BUS 130	Principles of Industrial Management	5
THIRD QUARTER		
ENG 103	English	3
BUS 135	Work Measurement	5
BUS 134	Principles of Supervision	3
BUS 153	Typewriting (waived for 30 wpm)	3
	Elective	

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
BUS 233	Foremanship Supervision	3
BUS 234	Personnel Management	3
BUS 224	Business Management	5
BUS 235	Production Planning	5
BUS 228	Finance	3
FIFTH QUARTER		
EDP 151	Intro. to Data Processing	4
BUS 120	Office Machines	4
BUS 133	Industrial Safety	5
BUS 136	Personal Development	3
BUS 225	Principles of Marketing	5
SIXTH QUARTER		
BUS 230	Quality Control	4
SPH 251	Speech	3
BUS 232	Labor Economics & Relations	5
	Electives	3

TEACHER ASSOCIATE (T-088)

ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who successfully complete this program should be able to find employment in a public school as a teacher's aide. The program is so designed that they should have no difficulty transferring to a senior institution to complete the bachelor's degree if they choose.

CURRICULUM

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ENG 151	Grammar	3
SOC 151	Intro. to Sociology	5
HIS 151	History - Civilization	5
or 251	U. S. History	
RDG 151	Reading	3
	Elective	3
SECOND QUARTER		
ENG 152	Composition	3
HIS 152	History - Civilization	5
or 252	U. S. History	
EDU 100	Inst. Media	3
ENG 150	Resource Materials	1
PSY 151	Intro. to Psychology	5
THIRD QUARTER		
ENG 153	Composition	3
EDU 261	Intro. to Education	3
BUS 153	Typewriting	3
SPH 251	Public Speaking	3
EDU 104	Administering Tests	3
HEA 251	First Aid	3

	Course Title	Qtr. Hrs. Credit
FOURTH QUARTER		
MAT 151	Fundamentals of Mathematics	5
HIS 161	N. C. History	5
PSY 261	Ed. Psychology	5
EDU 101	Teacher's Aide Internship	5
FIFTH QUARTER		
ART 180	Art Appreciation	5
BUS 120	Office Machines	4
MUS 285	Music Appreciation	3
HEA 252	Community Health	3
EDU 102	Teacher's Aide Internship	5
SIXTH QUARTER		
SOC 271	Soc. Problems	3
SOC 261	Marriage & the Family	5
EDU 103	Teacher's Aide Internship	5
	Elective	3

VETERAN FARMER TRAINING PROGRAM (T-017)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Iredell County Veteran Farmer Training Program is designed to give the student an opportunity to continue farming and at the same time learn more about this farming program. Courses will fit the needs of students and be offered concurrently with students' farming programs. Classes are generally held two times each week from 5 to 10 p.m. Only those students who are engaged in suitable agricultural employment will be eligible to enroll. If a student fails to continue to meet the agricultural employment requirements of the Veterans Administration, his eligibility will be terminated.

Objectives of Veteran Farmer Training Program:

1. To train veterans qualifying for educational assistance to go into the business of farming.
2. To develop managerial abilities necessary for efficiency in farming.
3. To aid the veteran to further develop an awareness of his responsibility as a citizen in the community.

CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
AGR 104 Animal Science	5
AGR 120 Farm Welding I	3
SECOND QUARTER	
AGR 125 Farm Construction I	6
THIRD QUARTER	
AGR 102 Plant Science	5
AGR 121 Farm Welding II	3
FOURTH QUARTER	
AGR 216 Animal Nutrition	4
AGR 122 Small Gasoline Engines	4
FIFTH QUARTER	
AGR 109 Soil Science & Fertilizers	4
AGR 123 Farm Tractor Mechanics I	4
SIXTH QUARTER	
AGR 126 Farm Construction II	6
SEVENTH QUARTER	
AGR 201 Agricultural Chemicals I	4
AGR 124 Farm Tractor Mechanics II	4
EIGHTH QUARTER	
AGR 110 Farm Business Management	5
AGR 210 Farm Electrification I	3
NINTH QUARTER	
AGR 212 Dairy and Beef Production	5
AGR 211 Farm Electrification I	3
TENTH QUARTER	
AGR 127 Farm Construction III	6
ELEVENTH QUARTER	
AGR 208 Livestock Diseases & Parasites	4
AGR 106 Field Crops	4
TWELFTH QUARTER	
AGR 103 General Horticulture	4
AGR 204 General Poultry Science	4

PROGRAM EXTENSION

Course Title	Qtr. Hrs. Credit
THIRTEENTH QUARTER	
AGR 202 Plant Identification and Use	4
AGR 203 Agriculture Mathematics	5
FOURTEENTH QUARTER	
AGR 205 Woodworking	6
FIFTEENTH QUARTER	
AGR 206 Plumbing	4
AGR 207 Agricultural Chemicals II	4

A Minimum of 18 quarter hours will be completed from the following course selection to meet the requirements for the Associate of Applied Science Degree. The selection must include ENG 101, 102, and either ENG 103 or SPH 251.

ENG 101	Grammar I	
ENG 102	English Composition	
ENG 103	Technical Writing	
SPH 251	Public Speaking	
BUS 123	Business Math	4
ECO 251	Economics	5
BUS 228	Business Finance	3
	Social Science Elective	3

AIR CONDITIONING AND REFRIGERATION (V-024)

DIPLOMA PROGRAM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and adjusts controls to insure proper operation.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
AHR 1121 Principles of Refrigeration	7
MAT 1101 Essentials of Mathematics	5
RDG 1101 Reading Improvement	3
PHY 1101 Applied Science	4
WLD 1101 Basic Welding	2
SECOND QUARTER	
AHR 1122 Domestic & Commercial Refrigeration	9
MAT 1102 Algebra	5
ENG 1102 Communication Skills	3
PHY 1102 Applied Science	4
THIRD QUARTER	
AHR 1123 Principles of Air Conditioning	7
AHR 1128 Automatic Controls	5
PSY 1101 Human Relations	3
DFT 1116 Blueprint Reading: Air Conditioning	2
FOURTH QUARTER	
AHR 1124 Air Conditioning and Refrigeration Servicing	5
AHR 1126 All Year Comfort Systems	5
MEC 1120 Duct Construction & Maintenance	5
BUS 1103 Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER	
AHR 1011 Theory and Principles of Refrigeration and Servicing	12
SECOND QUARTER	
AHR 1012 Theory and Principles of Heating Systems and Servicing	12
THIRD QUARTER	
AHR 1013 Theory and Principles of Air Conditioning and Servicing	12

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
AHR 1001 Principles of Refrigeration	7	AHR 1003 Essentials of Air Conditioning	7
SECOND QUARTER		FOURTH QUARTER	
AHR 1002 Domestic & Commercial Refrig.	7	AHR 1004 Air Cond. & Refrig. Servicing	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTO BODY REPAIR (V-001)

DIPLOMA PROGRAM

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the student's time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
AUT 1111 Auto Body Repair	8	AUT 1113 Metal Finishing and Painting	8
MAT 1101 Essentials of Mathematics	5	PSY 1101 Human Relations	3
RDG 1101 Reading Improvement	3	AUT 1117 Frame Straightening & Aligning	2
PHY 1101 Applied Science	4	AUT 1116 Basic Plastic Repairing	3
WLD 1101 Basic Gas Welding	2	FOURTH QUARTER	
SECOND QUARTER		AUT 1114 Body Shop Applications	11
AUT 1112 Auto Body Repair	8	BUS 1103 Small Business Operations	3
WLD 1105 Auto Body Welding	2		
ENG 1102 Communication Skills	3		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
AUT 1011 Auto Body Repair & Basic Theory	12	AUT 1013 Auto Body Repair & Applications II	12
SECOND QUARTER			
AUT 1012 Auto Body Repair & Applications I	12		

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
AUT 1001 Auto Body Repair I	7	AUT 1003 Auto Body Repair III	7
SECOND QUARTER		FOURTH QUARTER	
AUT 1002 Auto Body Repair II	7	AUT 1004 Auto Body Repair IV	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTOMOTIVE MECHANICS (V-003)

DIPLOMA PROGRAM

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical work using components mounted on stands and operational vehicles. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually such specialists have had "all-round" training in general automotive repair.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
PME 1101 Internal Comb. Engines	8	PME 1123 Brakes, Chassis & Suspension	8
MAT 1101 Essentials of Mathematics	5	AHR 1101 Automotive Air Conditioning	3
RDG 1101 Reading Improvement	3	PSY 1101 Human Relations	3
WLD 1101 Basic Welding	2	PHY 1102 Applied Science	
PHY 1101 Applied Science	4	FOURTH QUARTER	
SECOND QUARTER		PME 1124 Automotive Power Train Systems	7
PME 1102 Engine Elect. and Fuel Systems	8	PME 1125 Auto Servicing I	6
MAT 1102 Algebra	5	BUS 1103 Small Business Operations	3
ENG 1102 Communication Skills	3		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER		
PME 1011	Internal Combustion Engines and Engine Systems	12
SECOND QUARTER		
PME 1012	Electrical, Fuel, and Power Train Systems	12
THIRD QUARTER		
PME 1013	Brakes, Chassis, Suspension Systems, and Air Conditioning, Automotive Servicing	12

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		
PME 1001	Internal Combustion Engine	7
SECOND QUARTER		
PME 1002	Engine Electrical & Fuel Systems	7
THIRD QUARTER		
PME 1003	Brakes, Chassis, Suspension Sustems, & Automotive Air Conditioning	7
FOURTH QUARTER		
PME 1004	Automotive Power Train Systems	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

CARPENTRY (V-007)

DIPLOMA PROGRAM

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter and finish carpenter.

The carpenter constructs, erects, installs and repairs structures and fixtures of wood, plywood, wallboard, and other materials, using carpenters hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

DIPLOMA CURRICULUM

Course Title		Qtr. Hrs. Credit
FIRST QUARTER		
RDG 1101	Reading Improvement	3
MAT 1101	Essentials of Mathematics	5
DFT 1110	Blueprint Reading & Sketching	1
CAR 1101	Carpentry	9
THIRD QUARTER		
PSY 1101	Human Relations	3
CAR 1113	Carpentry: Estimating	4
CAR 1103	Carpentry: Finishing	10

SECOND QUARTER

ENG 1102	Communication Skills	3
MAT 1102	Algebra	5
DFT 1111	Blueprint Reading & Building Trades	1
CAR 1102	Carpentry: Framing	10

FOURTH QUARTER

CAR 1114	Building Codes	4
BUS 1103	Small Business Operations	3
CAR 1104	Carpentry: Millwork & Cabinetmaking	10

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER

CAR 1011	Fundamentals of Carpentry	12

SECOND QUARTER

CAR 1012	Carpentry: Estimating, Framing and Finishing	12

THIRD QUARTER

CAR 1013	Carpentry: Millwork and Cabinetmaking	12

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER

CAR 1001	Intro. to Carpentry and Woodworking	7

SECOND QUARTER

CAR 1002	Framing & Wood Technology	7

THIRD QUARTER

CAR 1003	Practical Finishing & Woodworking	7

FOURTH QUARTER

CAR 1004	Practical Cabinetmaking, Millwork and Fixtures	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

DRAFTING – MECHANICAL (V-017)

DIPLOMA PROGRAM

This curriculum is designed to prepare students to enter the field of drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations or construction drafting.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel – administrative, architects, engineers, skilled workmen – and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Draftsmen prepare clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions; make final sketches of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Make any adjustments or changes necessary or desired. Ink in lines and letters on pencil drawings as required. Exercise manual skill in the manipulation of triangle, T-square, and other drafting tools. Lay tracing paper on drawing and traces drawing in pencil or ink. Make charts for representation of statistical data. Make finished designs from sketches. Utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
DFT 1121 Drafting	9
MAT 1101 Essentials of Mathematics	5
RDG 1101 Reading Improvement	3
PHY 1101 Applied Science	4
SECOND QUARTER	
DFT 1122 Drafting	7
DFT 1125 Descriptive Geometry	4
MAT 1102 Algebra	5
ENG 1102 Communication Skills	3
PHY 1102 Applied Science	4
THIRD QUARTER	
DFT 1131 Mechanical Drafting	9
MAT 1103 Trigonometry	3
PSY 1101 Human Relations	3
PHY 1103 Applied Science: Light & Sound	4
DFT 1144 Building Materials & Methods	3
FOURTH QUARTER	
DFT 1132 Mechanical Drafting	10
DFT 1143 Building Mechanical Equipment	3
CIV 1101 Surveying	3
BUS 1103 Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		**THIRD QUARTER**	
DFT 1001 Practical Drafting	7	DFT 1003 Practical Drafting	7
SECOND QUARTER		**FOURTH QUARTER**	
DFT 1002 Practical Drafting	7	DFT 1004 Practical Drafting	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

DIPLOMA PROGRAM

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
RDG 1101 Reading Improvement	3
MAT 1115 Electrical Math	5
PHY 1101 Applied Science	4
ELC 1112 Direct & Alternating Current	9
SECOND QUARTER	
ELC 1113 Alternating Current & Direct Current Machines & Controls	10
DFT 1110 Blueprint Reading: Building Trades	1
ENG 1102 Communication Skills	3
PHY 1102 Applied Science	4
THIRD QUARTER	
ELC 1124 Residential Wiring	8
ELN 1118 Industrial Electronics	6
PHY 1101 Human Relations	3
DFT 1113 Blueprint Reading: Electrical	1
FOURTH QUARTER	
ELC 1125 Commercial & Industrial Wiring	9
ELN 1119 Industrial Electronics	6
BUS 1103 Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER	
ELC 1001 Direct and Alternating Current	7
SECOND QUARTER	
ELC 1002 Alternating Current & Direct Current Machines & Controls	7
THIRD QUARTER	
ELC 1003 Residential Wiring	7
FOURTH QUARTER	
ELC 1004 Commercial and Industrial Wiring	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

ELECTRONIC SERVICING (V-042)

DIPLOMA PROGRAM

The Curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; inter-communication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
ELC 1112 Direct & Alternating Current	10
MAT 1115 Electrical Math	5
RDG 1101 Reading Improvement	3
PHY 1101 Applied Science	4
SECOND QUARTER	
ELN 1103 Intro. to Control Devices	9
ELN 1101 Troubleshooting Techniques	6
ENG 1102 Communication Skills	3
PHY 1102 Applied Science	4
THIRD QUARTER	
ELN 1127 Television Servicing	10
ELN 1107 Electronic Communications	5
PHY 1103 Applied Science	4
FOURTH QUARTER	
ELN 1105 Industrial Electronics	8
BUS 1103 Small Business Operations	3
ELN 1130 Electronic Projects	5

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
ELC 1001 Direct and Alternating Current	7	ELN 1003 Television Servicing	7
SECOND QUARTER		FOURTH QUARTER	
ELN 1002 Troubleshooting Techniques	7	ELN 1004 Industrial Electronics	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

GRAPHIC COMMUNICATIONS (V-022)

DIPLOMA PROGRAM

Graphic Communications is a program that includes training in the skills involved in operating an offset press. During the last decade, offset printing has evolved into a highly complex skill requiring a variety of skills and special knowledge. Platemaking, use of the offset camera, bindery operations, graphic arts, and skills. This program is designed to give students the knowledge and hands-on practice in operating printing equipment, using photography equipment, and operating bindery equipment that will enable them to enter into the field of printing at a level that is desired by the printing industry.

This curriculum is arranged so that the students can find employment after acquiring the basic printing skills, or they may continue in one of two specialty areas — the Photo Graphics Option or the Commercial Art Graphics Option. The first four quarters cover the basic skills, and the specialization in photography or graphic arts is covered in the next three quarters. The Photo Graphics Option covers photography for printers, color work, and design for photography. The Commercial Art Graphics Option covers drafting, art, design, illustration, printing, and photography.

Positions can be found in the printing industry for trained people in such places as business and industry, state and local government, and education. All of these have printing operations. Present trends indicate that the future demands for qualified offset printers will be even greater as new methods and equipment evolve.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		THIRD QUARTER	
MAT 1101 Fundamentals of Mathematics	5	PSY 1101 Human Relations	3
RDG 1101 Reading Improvement	3	PRN 1112 Offset Platemaking & Printing Measurements	4
PRN 1111 Printing Processes	4	PRN 1128 Offset Presswork III	5
PRN 1133 Basic Composition	4	FOURTH QUARTER	
PRN 1126 Offset Presswork I	4	BUS 1103 Small Business Operations	3
SECOND QUARTER		PRN 1124 Bindery Operations	4
ENG 1102 Communication Skills	3	PHO 1135 Photography for Printers	4
PRN 1113 Photo Technology I	4	PRN 1136 Production Printing	6
PRN 1134 Composition	4		
PRN 1127 Offset Presswork II	6		

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

COMMERCIAL ART OPTION

FIFTH QUARTER		SEVENTH QUARTER	
DFT 1123 Drafting	4	PRN 1140 Creative Art and Photography	4
CAT 1101 Advertising Principles	3	PRN 1141 Printing Layout and Type Styles	2
CAT 1105 Life Study	3	DES 1125 Color Theory and Application	4
PRN 1129 Offset Presswork IV	2	PRN 1131 Offset Presswork VI	2
SIXTH QUARTER			
CAT 1110 Industrial Illustration	4		
CAT 1116 Photography	4		
CAT 1122 Commercial Art & Advertising	4		
PRN 1130 Offset Presswork V	2		

PHOTO OPTION

FIFTH QUARTER		SEVENTH QUARTER	
PHO 1107 Fundamentals of Photography	5	PHO 1116 Advanced Photography	7
DES 1125 Color Theory and Application	4	DES 1122 Design for Photography	4
PRN 1117 Photo Technology III	4	PRN 1131 Offset Presswork VI	2
PRN 1129 Offset Presswork IV	2		
SIXTH QUARTER			
PHO 1109 Intermediate Photography	5		
PHO 1111 Applied Principles of Photography	5		
CAT 1101 Advertising Principles	3		
PRN 1130 Offset Presswork V	2		

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		THIRD QUARTER	
PRN 1001 Offset Fundamentals	7	PRN 1003 Graphic Arts Technology	7
SECOND QUARTER		**FOURTH QUARTER**	
PRN 1002 Basic Layout	7	PRN 1004 Production Technology	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

INDUSTRIAL MAINTENANCE ELECTROMECHANICAL (V-028)

DIPLOMA PROGRAM

The Industrial Maintenance Program is designed to prepare the student to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial facilities. He uses blueprints and sketches, manuals and codes, and works with hand tools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machine, and drill press to repair or make machine parts. He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

An industrial serviceman may be required to install, maintain, and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use hand tools and metal working machines, and work with measuring and testing instruments. He operates metal working machines such as the lathe, milling machine, and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, using hand tools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

DIPLOMA CURRICULUM

Course Title		Qtr. Hrs. Credit
FIRST QUARTER		
DFT 1104	Blueprint Reading: Mechanical	4
MEC 1101	Machine Shop Theory & Practice	6
MAT 1101	Fundamentals of Mathematics	5
RDG 1101	Reading Improvement	3
PHY 1101	Applied Science	4
SECOND QUARTER		
ELC 1112	Direct and Alternating Current	9
WLD 1104	Basic Welding and Cutting	6
DFT 1113	Blueprint Reading: Electrical	4
THIRD QUARTER		
ISC 1101	Industrial Safety	3
ENG 1102	Communication Skills	3
PSY 1101	Human Relations	3
AHR 1124	Air Conditioning & Refrigeration Service	8
PLU 1110	Plumbing – Pipe Work	6
FOURTH QUARTER		
ELC 1113	A/C, D/C Machines & Controls	10
BUS 1103	Small Business Operations	3
MEC 1133	Mechanical Maintenance	6

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER		
WLD 1021	Machine Shop Application and Welding Practices	12
SECOND QUARTER		
ELC 1022	A/C, D/C Machines and Controls	12
THIRD QUARTER		
AHR 1023	Air Conditioning and Refrigeration Service and Maintenance	12

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		
MEC 1001	Machine Shop Theory and Practice I	7
SECOND QUARTER		
WLD 1002	Arc Welding and Inert Gas Welding	7
THIRD QUARTER		
ELC 1005	A/C, D/C Machines and Controls	7
FOURTH QUARTER		
AHR 1005	Basic Air Conditioning and Refrigeration Service and Maintenance	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

MACHINE OPERATIONS (V-032)

DIPLOMA PROGRAM

The Machine Operations curriculum is designed to give individuals the opportunity to acquire basic skills and the related technical information necessary to gain employment in the machine-tool industry. The machinist is a skilled worker who shapes metal by using tools and hand tools.

This skilled worker must be able to set up and operate the machine tools found in a modern shop. He or she makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. He or she must know the composition of metals so that they can anneal and harden tools and metal parts.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
MEC 1101 Machine Shop Theory & Practice I	10
DFT 1104 Blueprint Reading	3
RDG 1101 Reading Improvement	3
PHY 1101 Applied Science	4
MAT 1101 Fundamentals of Mathematics	5
SECOND QUARTER	
MEC 1102 Machine Shop Theory & Practice II	10
DFT 1105 Blueprint Reading – Mechanical	3
ENG 1102 Communication Skills	3
THIRD QUARTER	
MEC 1103 Machine Shop Theory & Practice III	11
ISC 1101 Industrial Safety	3
WLD 1129 Basic Arc & Gas Welding	3
PSY 1101 Human Relations	3
FOURTH QUARTER	
MEC 1104 Machine Shop Theory & Practice IV	11
MEC 1126 Heat Treatment	3
BUS 1103 Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER		**THIRD QUARTER**	
MEC 1011 Machine Shop Theory & Practice I	12	MEC 1013 Machine Shop Theory & Practice III	12
SECOND QUARTER			
MEC 1012 Machine Shop Theory & Practice II	12		

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER		**THIRD QUARTER**	
MEC 1001 Machine Shop Theory & Practice I	7	MEC 1003 Machine Shop Theory & Practice III	7
SECOND QUARTER		**FOURTH QUARTER**	
MEC 1002 Machine Shop Theory & Practice II	7	MEC 1004 Machine Shop Theory & Practice IV	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

PRACTICAL NURSING (V-038)

DIPLOMA PROGRAM

The Practical Nursing Curriculum is designed to prepare selected qualified applicants for entry into nursing as general practitioners. The Licensed Practical Nurse is one who is prepared to meet the daily needs of the patient whose condition is relatively stable and to assist the Registered Nurse and/or Physician to meet the needs of the patient whose condition is unstable or complex.

The four-quarter program emphasizes the acquisition of the knowledge and skills required in the performance of simple nursing procedures. Skills needed in the performance of these duties are developed through clinical practice at local hospitals and other health agencies. Upon satisfactory completion of the program, the graduate is eligible to take the licensure examination of the North Carolina Board of Nursing.

Work opportunities are not limited. Graduates may secure employment in hospitals, clinics, physicians' offices, nursing and convalescent homes. They are also eligible to take the Federal Civil Service Exam, which entitles them to seek employment in government hospitals.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
RDG 1101 Reading Improvement	3
ENG 1102 Communication Skills	3
PSY 1102 Interpersonal Relations in Nursing	3
NUR 1101 Basic Science	6
NUR 1102 Fundamentals of Nursing	8
SECOND QUARTER	
NUR 1103 Medical-Surgical Nursing I	4
NUR 1104 Intro. to Pharmacology	2
NUR 1105 Maternal-Child Care	6
NUR 1106 Nursing Care of Children	6
NUR 1107 Clinical Experience I	5
THIRD QUARTER	
NUR 1108 Medical-Surgical Nursing II	9
NUR 1109 Pharmacology & Drug Therapy	3
NUR 1110 Clinical Experience II	8
FOURTH QUARTER	
NUR 1111 Medical-Surgical Nursing III	7
NUR 1112 Vocational Adjustments	2
NUR 1113 Clinical Experience III	8

RE-ENTRY POLICY

A student may re-enter the Practical Nurse Education Program to complete the program provided the following stipulations are met:

1. There is a student vacancy in the program during the clinical quarter.
2. The student was eligible to return at the time of withdrawal.
3. Sufficient evidence is given that the original problem has been alleviated and will not occur again in the future.
4. The student is willing to complete any unfinished work. (to be determined on an individual basis)
5. If a student has withdrawn because of grades, only the discriminating courses must be repeated; however, auditing of related courses may be required.
6. Some entry procedures must be completed again. (Physical and dental exams, re-entry application, personal interview with Director of PNE Program)

WELDING (V-050)

DIPLOMA PROGRAM

The welding program was developed to help fill the growing need for welders in North Carolina. Manpower Surveys indicate quite clearly that many welders will be needed annually to fill present and projected vacancies in North Carolina.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with opportunities for advancement. It offers employment in practically all metal working industry; shipbuilding, automotive, aircraft, railroads, construction, pipe fitting, production shop, job shop and many others.

DIPLOMA CURRICULUM

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
WLD 1120 Oxacetylene Welding & Cutting	~~10~~ 3-12 7
DFT 1104 Blueprint Reading: Mechanical	~~4~~ 3
RDG 1101 Vocational Reading Improvement	3
MAT 1101 Essentials of Mathematics	5
THIRD QUARTER	
WLD 1112 Mechanical Testing & Inspection	2
WLD 1123 Inert Gas Welding	2
WLD 1124 Pipe Welding	9
DFT 1118 Pattern Development & Sketching	1
PSY 1101 Human Relations	3

SECOND QUARTER

WLD 1121 Arc Welding	10
DFT 1117 Blueprint Reading: Welding	3
MAT 1102 Algebra	5
ENG 1102 Communication Skills	3

FOURTH QUARTER

WLD 1122 Commercial & Industrial Practices	8
WLD 1125 Certification Practice	5
BUS 1103 Small Business Operations	3

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

DAY CERTIFICATE PROGRAM

FIRST QUARTER

WLD 1011 Oxacetylene Welding & Cutting	12

SECOND QUARTER

WLD 1012 Arc Welding & Inert Gas Welding	12

THIRD QUARTER

WLD 1013 Commercial & Industrial Practices	12

Available only during the day, 26 contact hours per week, meeting five days per week for 11 weeks each quarter.

EVENING CERTIFICATE PROGRAM

FIRST QUARTER

WLD 1001 Oxacetylene Welding & Arc Welding	7

SECOND QUARTER

WLD 1002 Arc Welding & Inert Gas Welding	7

THIRD QUARTER

WLD 1003 Pipe Welding & Arc Welding	7

FOURTH QUARTER

WLD 1004 Commercial & Industrial Practices	7

Available only during the evening, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

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FREDA HANKS	Secretary
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FRED OWEN	Maintenance
SIR RICHARD MYERS	Maintenance
ETHEL DARTY	Housekeeper
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PERSONNEL

ARTUSO, MARTHE . . . . . Music
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